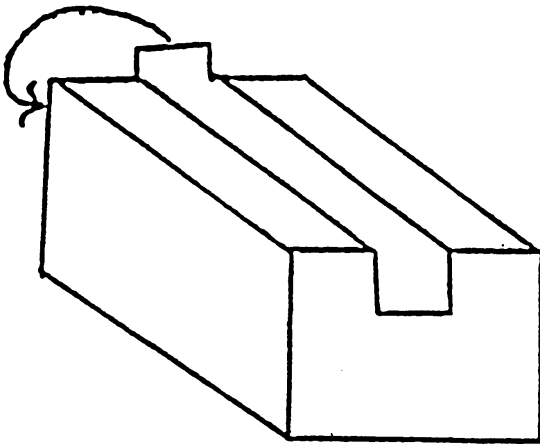
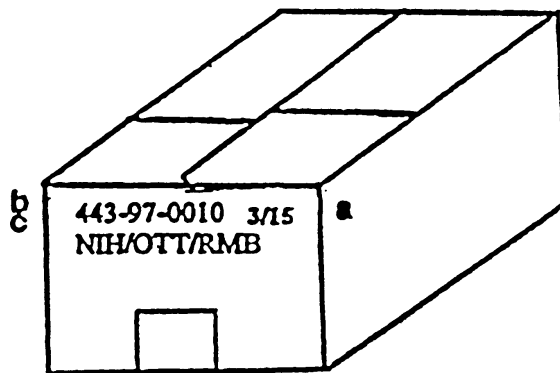


TRANSFER, WITHDRAWAL AND DESTRUCTION OF RECORDS
AT THE WASHINGTON NATIONAL RECORDS CENTER

SAMPLE OF CORRECT BOX IDENTIFICATION AND ASSEMBLY



TAPING BOTTOM OF BOX



MARKING AND CLOSING OF BOX

- a Place box numbers in the upper right corner, showing the box number and the total boxes in the accession (e.g., 3/15 is box 3 of 15 boxes).
- b Place accession numbers assigned by the NIH Records Management Office in the upper left corner (e.g., 443-97-0010).
- c Show Agency Identification, including NIH, BID and the organization sending the files, below the accession number (e.g., NIH/OTT/RMB).